

PLEASE READ

Immediately upon filing a grievance, employees are required by statute to provide a copy to the Career Service Review Office (*Utah Code Ann.*, ' 67-19a-402(1)(a)). The failure to timely comply may result in a default (R137-1-13(5) and *Utah Code Ann.*, ' 63G-4-209). Mail or fax this information to: Administrator, Career Service Review Office, 1120 State Office Building, P.O. Box 141561, Salt Lake City, Utah 84114-1561. Phone: 801-538-3048 FAX: 801-538-3139

A copy should also be sent to your departmental Human Resource Director.

Please keep the Career Service Review Office apprised of any address or telephone number changes at all times during adjudication of this matter.

PLEASE NOTE: This form should not be used for classification grievances. Classification grievances must be filed directly with the Department of Human Resource Management (DHRM). The Career Service Review Office has no jurisdiction over classification matters (*Utah Code*, ' 67-19-31).

CAREER SERVICE REVIEW OFFICE GRIEVANCE FORM

Employee Signature

Division

Employee's Name (Please Print)

Mailing Address (Where employee may be contacted concerning this grievance)

Date State Employee ID Number

City Zip Code

Phone Number (Where employee may be contacted concerning this grievance)

Email Address (Where employee may be contacted concerning this grievance)

Department

Note: If any space on this form is insufficient, please use a separate sheet of paper and attach it to this form.

Step 1 - I am placing my grievance in writing to my supervisor as follows:

STATEMENT OF GRIEVANCE:

REMEDY OR RELIEF SOUGHT:

OVER

STEP 1 REPLY BY IMMEDIATE SUPERVISOR (Immediate Supervisor has **five** working days after receiving a written grievance to respond)

Immediate Supervisor _____ Date _____

☐ Original form and reply returned to Grievant

☐ Copy sent to CSRO ☐ Copy sent to Grievant's Dept. HR Mgr.

STEP 2 REPLY BY AGENCY/DIVISION DIRECTOR (Director has **five** working days after receiving the written grievance to respond)

Division/Agency Director _____ Date _____

☐ Original form and replies returned to Grievant

☐ Copy sent to CSRO ☐ Copy sent to Grievant's Dept. HR Mgr.

STEP 3 REPLY BY DEPARTMENT HEAD (Department Head has **ten** working days after receiving the written grievance to respond)

Department Head Date

☐ Original form and replies returned to Grievant
☐ Copy sent to CSRO ☐ Copy sent to Grievant's Dept. H R Mgr.

GRIEVANCE PROCEDURE TIMELINES

Timeliness: The grievance process must begin within 20 working days from the event or from knowledge of the event giving rise to the grievance. An Employee may not submit a grievance more than one year after the event giving rise to the grievance. (See ' 67-19a-401(5)(a) and (b))

Step 1 A career service employee who has a grievance shall submit the grievance in writing to the employee=s supervisor and to the Career Service Review Office Administrator.

The Supervisor has **five** working days to respond.

Step 2 Employees have **ten** working days to advance their grievance to the Agency or Division Director after receiving a reply from their Supervisor or from the date that a response was due, whichever is first.

The Agency/Division Director has **five** working days to reply in writing after receiving an employee=s written grievance.

Step 3 Employees have **ten** working days to advance their grievance to the Department Head after receiving a reply from their Agency/Division director or from the date that a response was due, whichever is first.

The Department Head has **ten** working days to respond after receiving an employee=s written grievance.

If the employee=s Department head fails to respond to the grievance within **10** working days after submission, or if the aggrieved employee is dissatisfied with the Department Head=s written decision, the employee may advance the written grievance to the Administrator of the Career Service Review Office within **10** working days after the expiration of the period for decision or receipt of the written decision, whichever is first on the following issues only: **dismissals, demotions, suspensions, reductions in force, disputes concerning abandonment of position, wages (if an employee is not placed within the salary range of the employee=s current position), violations of a rule adopted under Chapter 19, Utah State Personnel Management Act, and the equitable administration of benefits listed in Utah Code Ann. 67-19a-202(1)(a)(viii).** Employees may grieve all other matters only to the level of the Department Head. The decision of the Department Head is final and unappealable to the Career Service Review Office. (Where the Department Head directly imposes discipline, employees have 20 working days to appeal that action to the Career Service Review Office.)